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murtazamodi110@gmail.com

MURTAZA SHABBIR MODI

SUMMARY

&

OBJECTIVE

Partnered with business leaders to develop action plans and solutions to support short- term and long-term goals.

Participated in the design efforts for in-house applicant tracking system and procedures; facilitated implementation by training management and administrators; advised how system best fit with procedures and departmental protocols in practice.

Conducted work climate assessments to identify issues and proposed action plans as appropriate.

Recommended changes to departmental structure based on assessment and analysis.

Advised management and employees on university policies/procedures, and federal/state regulations.

Highly focused and meticulous Accountant with an excellent employment record of accuracy and client satisfaction. Exceptionally discreet and ethical financial manager across a variety of banks and businesses. Able to work well independently or as part of a financial management team.

A competent, technical-minded individual seeking a position as an ERP & HR Consultant in a conducive environment. Offers exceptional computer skills - expertise in configuring, managing, maintaining, and troubleshooting corporate computer networks and backup systems to ensure complete and trouble-free networks and information flow.

SKILLS & ABILITIES

- Sage Certified Consultant
- Growth Strategy Initiatives,
- Project/Program Management,
- Human Resources Management,
- Workforce Transformation,
- Budgeting - Financial Reporting,
- Compensation and Benefits,
- Operations Management,
- Management Development,
- Talent Management - Recruiting, Marketing and Development,
- Turnaround Leadership,
- Business Analysis - Auditing,
- Administration/Support Services,
- Progressive Management Practices,
- Community/Public Relations,

- Strategic Partnership Development,
- Senior Level Management and Leadership,
- Urban/Multicultural Programs,
- Statistical Process Control,
- Continual Improvement Processes,
- Benchmarking,
- Activity Based Costing.
- Consultant of ERP & HR (training, troubleshooting, maintenance etc.)
- Inventory Management, General ledger, Fixed Asset Management, Banking Module of ERP systems Sage 300.
- Financial Reconciliation.
- Accounts Payable & Receivables
- General Ledger Accounting
- Financial Reporting
- Project & Job Costing.
- Human Resources Information Software
- Performance Management
- Project Management
- Communication
- Customer Handling
- Employee relations
- Teamwork and collaboration
- Microsoft Office
- Recruiting
- Web-Development & Software Development with HTML 5, JAVA SCRIPT, JAVA & C-Programming.
- Database Administration via SQL Server.
- Crystal & Business Intelligence Reporting
- Professional in Data compiling, making invoices, quotations, spreadsheets etc. through Microsoft Office.
- Installation & Configuration of:

  - SQL Server 2012
  - Installation & Configuration of Windows Server 2003.
  - Installation & Configuration of Windows Server 2008.
  - Installation & Configuration of ISA Server.
  - Installation & Configuration of Windows 10.
  - Installation & Configuration of Windows 7.

- Hardware Trouble Shooting.

- Network Trouble Shooting.
- Preparation & Configuration of Network.
- Configuration of LAN.

Mark Cables FZE, Dubai

Designation: Information Technology Manager

January 21,2020 till update

- Analyze department needs, identify vulnerabilities, and boost productivity, efficiency, and accuracy to inform business decisions.
- Ensure network components meet needs and work together seamlessly, using the full range of capabilities, and stay informed about new features and competitive solutions.
- Continuously analyze current process, technologies, and vendors to identify areas of improvement.
- Prepare cost benefits analysis reports when upgrades are necessary, continuously analyzing vendors to ensure they offer the best possible service and value for company needs.
- Train employees on both software and hardware, troubleshoot, and provide technical support when needed.
- Develop and execute disaster procedures, and maintain data backups
  Lead large IT projects, including the design and deployment of new IT systems and services.
- Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure.
- Help define IT infrastructure strategy, architecture, and processes.
- Analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs.
- Assess vendors and develop test strategies for new hardware and software
  Troubleshoot hardware and software issues related to internal IT.

Rockford Computer LLC, Dubai

Designation: Senior HR Consultant

September, 2018 till January, 2021

- Analyse complex client requirements for payroll, ACA, and human resource policies and procedures through client engagement.
- Provides in-depth guidance through consultative services, using advanced functional knowledge and product expertise such as employee benefits, enhanced human resource solutions, compensation, and performance. Recruitment, time and attendance management.
- Documented all designs and associated functional requirements.
- Provided support to all HR activities especially payroll processes.
- Collaborated with clients in preparation of migrating to HCM platforms while ensuring data is not compromised, educate, and train client on new system functionality.
- Processing monthly payroll
- Configuration of Web ESS
- Managed the full project lifecycle from initiation to closing.
- Accomplished project objectives within the constraints of scope, schedules, cost, and quality
- System and application implementation and integration.
- Prepared detailed project plans and schedules.
- Prepared, managed and reported on overall project schedule to appropriate managerial levels.
- Tracked and reported the status of project activities, milestones and project deliverables.
- Managed and monitored day-to-day activities and provide direction to project team members.
- Developed and maintained a productive working relationship with all appropriate business stakeholders, resources and third-party service providers/vendors that are integral to the project delivery.
- Maintained and monitor project plans/schedules to reflect delays, issues, and changes in scope.
- Communicated project status reports to the organization.
- Demonstrate leadership to define requirements for project risk.
- Strong organizational, presentation, and customer service skills.

- Help with new hire processing and make sure all necessary paperwork is completed in a timely basis.
- Provide assistance in the recruitment process for vacant positions to include job ad placement, interview scheduling, applicant correspondence and reference checks. ⬜ Processing monthly payroll.

Rockford Computer LLC, Dubai

Designation: Senior ERP Consultant

January 15, 2018 till January 20, 2021

- Mastery in SAGE 300 ERP & Sage 300 People HR Software
- Go towards software development
- Independent handling of projects
- Client to Client Data collection:
- Configuration of ERP Software as per client
- Data uploading
- Training of ERP
- Financial Reconciliation
- Networking
- Configuration and implementation of Account Modules:

        Accounts Receivables
        Payables
        General Ledger
        Inventory
        Project and Job Costing
        Manufacturing
        US Payroll
        Gulf Utilities
        Purchase & Sales
        CRM: HR Modules

- Facilitate the Accounts Administrator of the company for:
  - Managing obligations to suppliers, customers and third-party vendors
  - Processing bank deposits
  - Reconciling financial statements
  - Preparing, sending and storing invoices
  - Contacting clients and sending reminders to ensure timely payments
  - Submitting tax forms
  - Identifying and addressing discrepancies
  - Reporting on the status of accounts payable and receivable
  - Updating internal accounting databases and spreadsheets

Rockford Computer LLC, Dubai

Designation: System Administrator

January 15, 2018 till January 20, 2021

- Installation and Configuration HP, DELL and IBM Servers and Windows Server 2008, 2012, 2016 and 2019.
- Installation and configuration of Active Directory, Primary Domain Server, Member server, administrate
- Windows, 2008, 2012 R2 Server, Configure Active directory, DNS, DHCP and RIS, Raid server, WAN, Configure Router, Wireless Router, Switch, Administrate Backup servers.
- Configuring Network in Wired or Wireless.
- Installing and troubleshooting of various hardware devices like Desktop, Laptop, printers and scanners.
- Installation and Configuration of Sage 50 Accounting (US, UK, ME versions), Quick Books, Tally and POS accounting software's
- Backup configuration Windows Backup , Qnap , One drive
- Adept in analyzing information system needs, evaluating end-user requirements, custom designing solutions, troubleshooting for complex information systems management.
- Skilled in Administration & Support on Windows Technology, Hardware & Networking, Exchange Server, designing & administrating large customer networks including Router, Switches, Firewall, etc.
- Gained proficiency in administration of Windows, Multiple Server Software, Network Security and upgrades with best fault tolerance to avoid network and service downtimes.
- Possesses abilities in leading dedicated teams for running successful process operations and experience of developing procedures and service standards for business excellence; acting as an escalation gate to resolve critical issues of the team members.
- A team player with distinguished abilities in motivating team members to maintain deliverables as per SLAs. Team-based management style and excellent interpersonal & communication skills.

SAMS GENERAL TRADING LLC

January 2016 – Dec 2017 (Dubai – UAE)

Designation: Accountant & ERP Analyst

- Senior Accountant & ERP System Analyst.
- Facilitate the Accounts Administrator of the company for:
  - Managing obligations to suppliers, customers and third-party vendors
  - Processing bank deposits
  - Reconciling financial statements
  - Preparing, sending and storing invoices
  - Contacting clients and sending reminders to ensure timely payments
  - Submitting tax forms
  - Identifying and addressing discrepancies
  - Reporting on the status of accounts payable and receivable

- Updating internal accounting databases and spreadsheets
- Working as ERP System Manager for Implementation & Working on Reports of Sales, Procurement & H.R
- Networking
- Hardware Software Troubleshooting
- Database Control
- Managing Receiving & Outgoing of Shipments.
- Entry & Stock of New Products in The System.
- Hands on Experience of Reporting & Database Administration on SAGE 300
- Designing of the website & its application
- E-Commerce & Content Writing
- Administration of Account Modules

DAWOODI BOHRA ORGANIZATION

Since 2006 – 2016 (Karachi – Pakistan)

- Working as Database Administrator
- Graphic Designing
- Report Making
- Portfolio Compilation
- Photography & Event Coverage
- Event Management
- Operated Software of Bar Code and QR Code Scanning
- PDS Scanning
- Networking
- Teaching Basics of Computer, Graphic Designing [Level 3-Professionals]

H.M DEVELOPERS

2012- 2015

- Content writer & web contents.
- Search Engine Optimization (SEO)
- Blog writing

INTERTEX ENGINEERING SERVICES

2008 – 2016 (Karachi – Pakistan)

- Database Administrator: Compiling and making of quotations, invoices and all documents concerned.
- Marketing: Purchase and sale of all mechanical, and pipe fittings.
- Managing emails and organizing meetings with the concerned stakeholders.
- Manufacture of custom made mechanical and electrical goods.

EDUCATION	**UNIVERSITY OF KARACHI – BSC COMPUTERS**
	2012 – 2016
	Web Development, Database Engineering, Software Engineering & Networking
	APTECH COMPUTER EDUCATION – ADVANCED CERTIFICATE
	2015 – 2016
	Web Development, Database Engineering, Software Engineering & Networking
	DMS Technical Institute – Advanced Certification of City & Guilds - UK
	2013 – 2014
	Accounting & Financial Procedures.
	D.J SCIENCE COLLEGE – B.SC
	2012 – 2014
	Physics, Chemistry, Biology
	BAHRIA COLLEGE – INTERMEDIATE EDUCATION
	2010 – 2012
	Physics, Chemistry, Biology
	ST. PAULS ENGLISH HIGH SCHOOL – MATRICULATION
	1999 – 2010
	Physics, Chemistry, Biology

COMMUNICATION	**Training of Professionals – Year 2015**
	Conducted a campaign to train professionals on business database software and to spread awareness about cyber-crimes.
	Computer Training Program – Year 2012
	Conducted a computer training program for women working in their homes.

LEADERSHIP	**Event Management – Year 2015**
	Arranged a seminar with the scholars of Dawoodi Bohra Community.
	Accommodation Panel – Year 2015
	Worked with the accommodation panel for the Visitors attending Religious occasion with His Holiness Syedna Mufaddal Saifuddin T.U.S.

REFERENCES	Will be provided on request.